

GOVERNMENT OF ASSAM
STATE PROJECT MANAGEMENT UNIT (SPMU)
POSHAN ABHIYAAN, ASSAM, SARUMOTORIA, GUWAHATI-36
Dr. Zakir Hussain Road, Email: poshanassam18@gmail.com

No. SPMU (POSHAN)/Dist.Rect/55/2020/227 Dated, Guwahati the 8th November, 2021

NOTICE REGARDING RECRUITMENT OF CONTRACTUAL STAFF UNDER POSHAN ABHIYAAN, ASSAM

The State Project Director, POSHAN Abhiyaan, Assam invites applications from eligible candidates who are citizen of India as defined under Article 5 to 9 of the Constitution of India and fulfil the eligibility norms of educational qualification, work experience, age etc. as mentioned below against each category of purely temporary contractual assignment. The candidates will be eligible in his/her own district only for District and Block Level Post. No application will be entertained for the posts if he/she is from outside of their own district. The short listed candidates will be intimated regarding date & venue of the interview through Email as mentioned in the Application Form. The undersigned reserves the right to take decisions regarding the process of interview to be taken in due course of time. **Application must reach the Offices concerned as mentioned below against each category on or before 26/11/2021 during office hours.** No applications will be accepted which are received after 26/11/2021. The authority will not be responsible for non-receipt/late receipt of any application form due to postal delay or any other delay as well as lost or damage of applications.


- Interested candidates may apply as per the prescribed Application Format (Annexure-1) along with self-attested copies of testimonials relating to educational qualification, experience, etc. Candidates applying for multiple positions will have to submit separate application forms against each post. Candidates will have to produce the original certificates as and when required.
- Applications submitted, other than in the prescribed application format (Annexure1), will not be considered and shall be summarily rejected.
- The application should be submitted in a sealed envelope clearly mentioning the post applied for at the top and addressed to concern District Social Welfare Officer Office.
- As a proof of residence, the applicant will have to submit photocopy of any one document, namely, Voter ID/PRC/Employment exchange Registration No./Resident certificate from the concerned Circle Officer.
- Application reach to the concerned Offices as mentioned below against each category will accepted others will be rejected automatically.

Sl No.	Name of District	Name of Post	Fixed monthly remuneration	Age Limit	Vacant position	Place for submission of form
1	Golaghat	District Project Assistant	Rs. 18,000/- per month	18-40	1 (one)	Office of the District Social Welfare Officer Concerned
2	South Salmara	District Project Assistant	Rs. 18,000/- per month	18-40	1 (one)	
3	Udalguri	District Project Assistant	Rs. 18,000/- per month	18-40	1 (one)	
4	Tinsukia	Block Project Assistant	Rs. 15,000/- per month	18-40	2 (Two)	
5	Golaghat	Block Project Assistant	Rs. 15,000/- per month	18-40	2 (Two)	

Age Relaxation: The upper age limit is relaxable for candidates belonging to SC/ST by 5 years; for candidates belonging to OBC/MOBC categories by 3 years; and for candidates belonging to Persons with Disabilities category by 10 years as on 01.01. 2021.

POINTS TO NOTE:

- For any updates, the candidates are advised to visit departmental website regularly.
- The undersigned reserves the right of rejecting any or all the applications without assigning any reasons thereof. Decision of the undersigned will be final and binding in this regards.
- Degrees as referred above are those which have been awarded by a recognized University / Institution.
- Incomplete application shall not be entertained and shall be rejected and only shortlisted candidates will be called for written test/interview.
- Candidates willing to apply for more than one post shall have to submit separate application for each post.
- **No applications will be received/accepted in the office of the State Headquarter of POSHAN Abhiyaan, Assam.**
- No TA/DA will be admissible for appearing in the written test/ Computer proficiency test.



Director, Social Welfare Assam
Cum State Project Director
POSHAN Abhiyaan, Assam

Terms of References (ToR) for hiring Manpower at District and Block Level under POSHAN Abhiyaan

Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
District Project Assistant	<p>Rs. 18,000/- per month.</p> <p>Annual increase @ 3% of remuneration may be granted, subject to performance.</p>	<p>Graduate Degree/Post Graduate Diploma in Management/ Social Sciences/ Nutrition,</p> <ul style="list-style-type: none"> • Minimum 2 years work experience of capacity building, with supervisory skills • Good oral and written communication skills in local language and fair skills in English • Good computer skills/knowledge of internet/email • Ability to work in a team and willingness to travel extensively. • Mandatorily local candidates should be engaged. 	<ul style="list-style-type: none"> • 3 years experience of working in social program. • Experience of working on Government Programs in the social sector -Health, Nutrition, Education, Water and Sanitation 	<ol style="list-style-type: none"> 1. Support and supervise timely implementation of all Mission activities in the district. 2. Facilitate and participate in all capacity building initiatives undertaken within the project at district and block levels. 3. Periodically assess capacity building needs of district and block level ICDS staff and functionaries and organize and facilitate relevant trainings as per the guidance of the DPO and Commissioner/Director, ICDS. 4. Ensure timely completion and monitoring of planned community mobilization activities within the district to strengthen the demand for ICDS services. 5. Make regular monitoring and supportive supervision visits within the district to provide on-site support to CDPOs and the ICDS Supervisors to ensure all project activities are completed as per schedule. 6. During monitoring and supervision visits review and ensure maintenance of reporting formats for all Mission activities. 7. Ensure effective coordination between the existing ICDS programme activities and project activities, wherever required, in collaboration with the DPO. 8. Ensure collation of Utilization Certificates from Aanganwadis for activities under the Mission and their correct aggregation at the CDPO and

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				9. Prepare monthly progress/monitoring reports in the prescribed formats for project activities and submit the same to the DPO and Commissioner/Director, ICDS. 10. Coordinate with the related line departments at the district level for facilitating convergent/ multi-sectoral activities under the Mission. 11. Facilitate engagement with potential civil society organizations, NGOs, etc. for partnership and support for project implementation. 12. Any other task assigned by DPO.
Position	Consolidated Remuneration	Essential Qualification and Experience	Desirable	Scope of Work
Block Project Assistant	Rs. 15,000/- per month. Annual increase @ 3% of remuneration may be granted, subject to performance.	Graduate. <ul style="list-style-type: none"> At least 1 year experience of working with Community/Local Government Good oral and written communication in local language Mandatorily local candidates should be engaged	<ul style="list-style-type: none"> Worked with front line workers in any Social Development Program of Government Proven ability to successfully handle multiple tasks within a team environment Attention to detail and problem solving skills	1. Supervising overall implementation of the Mission activities in the block. 2. Organization/facilitation of the trainings of the ICDS Supervisors and AWWs in coordination with the District Team. 3. Making regular supportive supervision visits to AWCs, provide on-site support to AWWs and monitor implementation. 4. Preparing monthly progress/monitoring reports in the prescribed format and submit the same to the District Coordinator; etc. 5. Any other task as indicated by CDPO.

